



TOURNAMENT PLANNING GUIDELINES

This guideline is for sanctioned events hosted in Alberta which follow Tennis Alberta's Junior Competitive Structure. The majority of Tennis Alberta Sanctioned events are hosted from Friday-Sunday and these guidelines will apply to these events. Some events, such as the Provincial Championships, will differ from these rules.

PRE-TOURNAMENT

Monday Prior to the Event – **Entry Deadline**

- For these events the entry deadline will be at 11:59pm MST. No entries will be accepted after this deadline. Please ensure you register as soon as possible to avoid issues which may occur closer to the deadline.

Monday Prior to the Event – **Withdrawal Deadline**

- For these events the withdrawal deadline will be at 11:59pm MST. Players are expected to withdraw prior to this time if they are unable to compete. If a player withdraws for whatever reason after this date, they will be issued a suspension point.

Tuesday Prior to the Event – **Draws Created**

- On the Tuesday prior to the event, the draws will be created. The rankings used for this process will be the rankings from **the week prior**, as is common practice in all levels of tennis events.

Wednesday Prior to the Event – **Schedules Released**

- Prior to Wednesday evening, the schedule (at least first round matches) will be released for the draw. **Players should make arrangements to be available for the entirety of the event.** Meaning, if a tournament runs from Friday-Sunday, then players need to be available to play as early as Friday afternoon and should make arrangements to be on site at that time.

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Thursday of the Event – **Matches (may) Begin**

- In some cases, if the draw is larger, matches will begin on Thursday for in-town players only. This is to allow the draw to finish in a timely manner.

Friday of the Event – **All Matches Begin**

- On Friday the majority of players will have their first match, unless they are in a smaller draw which may begin on Saturday. Again, players are expected to be on-site and available to play as early as Friday.

Sunday of the Event – **Matches Conclude**

- Matches will conclude Sunday evening of the tournament. In some situations, matches may finish in the morning or afternoon, but players are expected to be available to play into the evening. We cannot make accommodations to end events early for players who need to travel.

POST-TOURNAMENT

Tuesday after the Event – **Ranking Updates**

- Following the event, if the tournament information (file) is returned by the host club to Tennis Alberta in a timely fashion, rankings will be updated on Tuesday afternoons. Suspension points will also be applied once the file has been returned.